

December 18, 1996

Dear Colleague,

You are cordially invited to attend the Second Annual New Millennium Program Integrated Product Development Team (IPDT) Forum that will be held on January 28-30, 1997, at the Doubletree Hotel, Pasadena, California. The forum has three purposes; 1) Promote interactions and work cross cutting issues; 2) Create teaming relationships; 3) Provide overall program status.

Participants are limited to IPDT Members and selected Program Management & Project Representatives.

The initial agenda is as follows. A detailed agenda with workshop group topics and assignments will be provided at a later date.

#### Initial Agenda

#### TUESDAY, JANUARY 28, 1997

7:00am - 8:00am	Registration
8:00am- 10:00am	Plenary Session
10:00am - 12:00am	Breakout Sessions
12:00 - 1:00pm	Lunch
1:00pm - 5:00pm	Break-out Sessions

#### WEDNESDAY, JANUARY 29, 1997

8:00am- 10:00am	Planetary Session
10:00am - 12:00am	Breakout Sessions
12:00 - 1:00pm	Lunch
1:00pm - 5:00pm	Break-out Sessions
6:00pm - 7:30pm	Reception

THURSDAY, JANUARY 30, 1997

7:30am - 8:00am	Continental Breakfast
8:00am- 12:00am	Work Group Reports

A registration fee of \$200.00 is required for each participant and can be charged to the IPDT contract for industrial and academic partners. Checks should be made payable to the California Institute of Technology and submitted to Georgene Peralta, Forum Coordinator, Jet Propulsion Laboratory, MS 180-201, 4800 Oak Grove Drive, Pasadena, CA 91109. You may also submit your payment to Katherine Lockhart, same JPL address at MS 180-404. Note that payment cannot be made by credit card.

A continental breakfast and lunch will be provided each day in addition to coffee and soft drinks provided throughout the day.

Lodging Information:

Rooms have been reserved at a rate that is consistent with government per diem, however, reservations must be made by January 8, 1997.

DoubleTree Hotel  
191 N. Los Robles Avenue  
Pasadena, California 91101

Phone # (818) 792-2727  
Fax # (818) 795-7669

The hotel is only 13 miles to Burbank Airport and direct shuttle service is available through various companies both to and from LAX and Burbank. Approximate costs one-way range from \$14.00 to 16.00 per person. The hotel is also surrounded by major freeways making the hotel easily accessible for your local guests.

Rates:

The following special Jet Propulsion Laboratory room rates are available:

\$ 92.00 Single Occupancy  
\$ 102.00 Double Occupancy

The above rates are net, non-commissionable, plus applicable sales and city tax currently at 11.49%. There is a \$10.00 charge for each additional person.

**Reservations:**

Each individual will be responsible for making their own reservations. They may do so by writing or calling the Doubletree Hotel Reservations Department directly at (818) 792-2727 and identifying that they are attending the Jet Propulsion Laboratory New Millennium Forum. All reservations must be received by the cut-off date to receive the special group rate. After the cut-off date, January 6, 1997, reservations will be honored at the prevailing rack rates available.

**Guest Room Check-in Time:**

Check-in time is 3:00pm. If your schedule required an early check-in time, please advise. Every effort to honor your request will be made. However, the hotel cannot guarantee an early check-in. Luggage storage will be provided in the event rooms are not available.

**Guest Room Check-out Time:**

Check-out time is 12 noon. Arrangements can be made for baggage storage beyond 12:00 noon.

**Parking:**

Overnight hotel guests will be charged \$9.00 for valet parking for each 24-hour period and \$4.00 for self-parking for each 24-hour period. Rates are subject to change.

It is important that you RSVP as soon as possible to my secretary, Katherine Lockhart, or Georgene Peralta (818 354-9311), so we know who and how many people plan to attend. You may RSVP by sending an email message to "Katherine.M.Lockhart@jpl.nasa.gov" or by calling her at (818) 354-4041.

Sincerely,

Robert M. Metzger  
NMP Business Operations